

STATE OF MARYLAND
JUVENILE GRANT PLANNING AND REVIEW SAG
BY-LAWS

ARTICLE I – NAME, DEFINITIONS, AUTHORITIES, and RESPONSIBILITIES

Section 1. - Name and Authority

The name of the organization is formed under the guidelines of Section 223 of the Juvenile Justice and Delinquency Act of 1974, as amended, (hereinafter designated as the “Act”) and established by Executive Order 01.01.2010.06 shall be the “Juvenile Grant Planning and Review SAG” (hereinafter designated as the SAG) and will function as the State Advisory Group (hereinafter designated as the SAG).

Section 2. - Definitions

The words or acronyms in this section shall be prescribed the following meanings throughout the by-laws.

- (A) SAG – the State Advisory Group
- (B) JJDP Act or the Act – the Juvenile Justice and Delinquency Prevention Act of 1974
- (C) DJS – the State Department of Juvenile Services
- (D) OJJDP – Office of Juvenile Justice and Delinquency Prevention
- (E) GOCCP – Governor’s Office of Crime Control and Prevention
- (F) DMC – Disproportionate Minority Contact
- (G) Core requirements of the JJDP Act – the four requirements of the JJDP Act that are designed to promote the goals of the Act, which are: (1) to prevent delinquency and strengthen the juvenile justice system, and (2) to protect children and enhance public safety. The four core requirements are:
 - (i) Deinstitutionalization of Status Offenders
 - (ii) Jail Removal
 - (iii) Sight and Sound Separation
 - (iv) Disproportionate Minority Contact

Section 3. Responsibilities

Section 223(a)(3) of the Act, as amended, requires each state to establish a state advisory group appointed by the chief executive of the State. Maryland’s

advisory group, the Juvenile Grant Planning and Review SAG, has responsibility for the following:

1. Collaborate with and support the State's Compliance Monitor, DMC Coordinator, and Juvenile Justice Specialist with state-wide compliance with the requirements of the Act;
2. Develop and submit to the Governor and OJJDP a three-year State juvenile justice plan, with annual updates;
3. Advise the State administering agency (SAA), GOCCP, for the plan and grant funds and in developing, maintaining, and expanding efforts to divert juveniles from the Juvenile Justice System and to provide community-based alternatives to juvenile detention and correctional facilities;
4. Review and recommend approval or disapproval for all juvenile justice and delinquency prevention grant applications submitted to GOCCP that fall under the Act;
5. Monitor the progress of grant award recipients with developing and implementing their programs and recommend technical assistance when indicated;
6. Regularly seek comments and feedback from juveniles currently under the jurisdiction of the juvenile justice system and/or have been under their jurisdiction;
7. Provide education, advice, recommendations, and advocacy before organizations that impact the juvenile justice system;
8. Recommend legislation or provide feedback on proposed legislation that impacts Maryland's juvenile justice system.

ARTICLE II – MEMBERSHIP

Section 1. – Composition

- (1) The SAG shall consist of not less than 15 members and not more than 33 members appointed by the Governor, consistent with the requirements of the Act.
- (2) At least one fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or currently be under the jurisdiction of the juvenile justice system, consistent with the requirements of the Act.

- (3) The Executive Director of GOCCP will serve as the Governor's designee on the SAG and shall designate a member of the SAG to serve as Chair.
- (4) The Executive Director of GOCCP may appoint a designee to sit on the SAG.
- (5) The Secretary of DJS will serve on the SAG or appoint a designee.
- (6) Members may serve up to two consecutive three-year terms. Terms end on June 30 of each year and at the end of a term, a member may continue to serve until a successor is appointed.
- (7) The members of the SAG shall serve at the pleasure of the Governor.
- (8) Adult members shall serve without compensation, but shall be reimbursed for reasonable expenses incurred in the performance of duties, in accordance with Standard State Travel Regulations, as provided in the State budget and as provided in the SAG's allocation from OJJDP.
- (9) Youth members may receive stipends and expenses as deemed necessary by the majority of SAG members that constitute a quorum, as provided in the State budget and in the SAG's allocation from OJJDP.
- (10) All SAG Members, except youth members, will participate on at least one of the standing committees as listed under Article III, Section 2.
- (11) SAG Members shall designate a proxy to vote on their behalf if they are unable to attend a meeting.

Section 2. - Staff Support

GOCCP shall provide such staff support and technical assistance to the SAG as necessary and appropriate to allow the SAG to perform its functions, including staff to serve as the designated Juvenile Justice Specialist required under the Act. The State's Compliance Monitor shall advise the SAG of the status of all juvenile detention/correctional facilities and community-based programs to ensure compliance with the Act. The State's DMC Coordinator shall advise the SAG of the status of reducing disparities in the juvenile justice system to ensure compliance with the Act.

Section 3. - Conflict of Interest

A) All members will sign a disclosure form prior to reviewing and/or rating grant applications and making funding recommendations.

B) A member of the SAG shall reveal his/her interest in and shall abstain from voting upon any proposal or project involving grant-in-aid funds where, to his/her knowledge, he/she or a related person directly or indirectly may derive financial benefit from this proposal or project.

C) Where a proposal is on the agenda that would grant money or benefits upon an organization that employs a member of the SAG or a family member of a SAG member, the SAG member may participate in the discussion but may not vote to approve or disapprove funding.

D) Where a proposal is on the agenda that would grant money or benefits upon an organization that has a SAG member on its Board of Directors or a family member of a SAG member on its Board of Directors, the SAG member may participate in the discussion but may not vote to approve or disapprove funding.

E) Any member of the SAG who is subject to the provisions of B, C, or D of this section shall be excused from the meeting during the vote on the proposal where he/she has an interest.

ARTICLE III – OFFICERS AND COMMITTEES

Section 1. – Officers

A. Chair

The Executive Director of GOCCP shall designate a member of the SAG to serve as Chair. The Chair shall not be a full-time employee of the Federal, State, or local government. The Chair shall serve for a term of two years.

1. The Chair shall preside at all meetings of the SAG and of the Executive Committee and shall serve as an ex-officio member of all other SAG committees.
2. The Chair shall appoint all committees and their Chairs with the approval of the SAG members.

B. Vice-Chair

A Vice Chair shall be appointed by the Executive Director of GOCCP or the Director's designee to serve in the absence, inability, or resignation of the Chair. The Vice-Chair will oversee the standing committees and chair the SAG meetings in the absence of the Chair. The Vice-Chair shall serve for a term of two years.

C. Other Officers

The Chair, with the consent of the SAG membership, may appoint any other officers as may be needed.

Section 2. - Committee Structure

A. Standing Committees

There shall be the following Standing Committees. Each Standing Committee will have a Chair and Vice Chair appointed by the members of the SAG.

(i). Grant Monitoring Committee:

Responsibilities include supporting staff with on-going monitoring of grant recipients; developing a structure for providers to present to SAG; site visits to providers and recommending technical assistance when indicated; work with providers to develop strategies and to promote information sharing.

(ii). Recruitment, Training, and Regionalization Committee:

Assist staff with recruitment of new members and recommendations to Governor for approval; develop new member orientation; collaborate with the Youth Committee to recruit appropriate youth to the SAG; develop and oversee a regionalization plan for the SAG, and a plan to raise the SAG's profile state-wide. Develop a plan to better support new SAG members.

(iii). Emerging Leaders Committee:

Includes all SAG-designated youth members and supported by adult SAG members. Agenda and projects will be developed by the youth, but will include developing mechanisms for getting more broad based youth input for the SAG. Additional youth who are not appointed to the SAG may serve on the Committee but will not have voting rights.

(iv). DMC Committee:

This committee will be staffed by the State DMC Coordinator, and will include two local DMC Coordinators elected by the local DMC Coordinators. The DMC committee will assist in drafting the strategic plan to reduce disproportionate minority youth contact at various decision making points in the system, and in demonstrating the impact of policy and program initiatives through development of recommended expedited and comprehensive data collection mechanisms.

B. Committee Chairs

The Chair will appoint the committee chairs with the consent of the SAG members.

C. Executive Committee

Executive Committee consists of the Chair, Immediate Past Chair, Vice Chair and the four committee Chairs. The Executive Committee shall meet at the call of the Chair and shall have the authorization to conduct all SAG business that cannot be held until the next scheduled SAG meeting, and timing doesn't allow for a full SAG conference call.

D. Ad Hoc Committees

The Chair, with approval from the SAG, may create special committees or work groups as needed. Special Committee members will be appointed by the Chair with the consent of the SAG members. These special committees will be time limited.

All SAG members will be expected to participate on the Grant Review Committee. The purpose of this committee is to review, rate, and make funding recommendations for grant proposals that fall under the JJDP.

ARTICLE IV – REGULAR MEETINGS

- A. Regular meetings - The SAG shall meet six times a year for regularly scheduled meetings.
 - 1. Quorum - A majority of the SAG will constitute a quorum for the transaction of any business.
 - 2. Passage of Motions - After a quorum is present, a majority of those voting yes on a motion shall be sufficient to pass the motion.
 - 3. Public Meetings – Meetings and records of the SAG shall be open to the public. The Juvenile Justice Specialist and the Chair shall be responsible for the distribution of the agenda for SAG meetings. The agenda shall be emailed not less than seven days in advance of the scheduled meeting. Minutes shall be kept for all regular, special, and committee meetings. They shall indicate the items discussed and any action to be taken. Regular SAG meeting minutes shall be sent out to the members prior to the next SAG meeting. The minutes of each committee meeting shall be provided to the members of the committee prior to the next committee meeting.

4. Attendance – The Chair will recommend to the Executive Director of GOCCP the replacement of any SAG member who misses more than three (3) consecutive regular meetings or who attends less than 50% of the SAG’s regular scheduled meetings in a twelve (12) month period without an excuse.

ARTICLE V – AMENDMENT OF BYLAWS

Section 1. Procedure

These By-laws may be amended or revised at any regular or special meeting by a majority vote of the members present, provided that any proposed amendment or revision shall have been distributed to the SAG members at least seven days prior to the meeting. Any amendments must be in compliance with Federal and State laws and be consistent with the Governor’s Executive Order (01.01.2010.06).

APPROVED: May 2018